

St. Catherine's Parent Participation Assignment Form: Returning Families

Surname: _____

Mother's Name: _____ Phone # _____ Cell # _____

Father's Name: _____ Phone # _____ Cell # _____

E-mail Address: _____

Grade(s) your child/children will be entering in 2023-2024: _____

1: Task Group Choice (36-hour commitment):

1. What task group were you previously assigned to? _____
2. Were you able to complete all your hours within your assigned task group? YES _____ NO _____
3. If **No** what else did you do to complete your hours? Be as specific as possible.
4. _____

I'd prefer **NOT** to do work hours. Please cash my Parent Participation cheques:

5. Please indicate your top 3 task group choices. Refer to the following pages for task group descriptions and available task groups.

1. _____ 2. _____ 3. _____

6. Please indicate any special skills or interests that may assist us with your placement.
-

The following Task Groups currently **do not** have positions open. However, please circle any task group below that interests you in the chance that a position becomes available. Task group descriptions can be found on our website:

Parish Education Committee, Book Fair, Coaching, Cleaning, Maintenance, Groundskeeping, Auction Solicitor, Christmas Concert Support, Emergency Preparation, Yearbook, Parent Support Group, Grade 7 Slide Show, Parent Participation Administrator, Task Group Coordinator.

2: Fall or Spring Fundraising (4-hour commitment):

Every family is expected to contribute 4 hours of work in one of our two major fundraisers (see following pages for descriptions), in addition to their 36 hours of regular parent participation task group duties.

A sign-up sheet for the fundraiser commitment will be provided in the fall for families to choose the task they wish to complete.

I'd prefer **NOT** to help with a fundraising event. Please cash my Fundraising cheque:

Parent Participation Task Group Descriptions

Following are overviews of the task groups that have openings for the upcoming school year.

A. Parking Supervisors

- Acts as the crossing guard in the parking lot each morning as students are dropped off.
- Must be available from **8:00am 9:00am one morning of the week for the entire year.**
- The schedule is set for the entire year.

B. Hot Lunch

- Assisting with Hot Lunch preparation, distribution and clean up.
- Typically, bimonthly on Wednesdays 11:00am - 1:00 pm.
- Other Hot Lunch Dates will include Shrove Tuesday, Christmas Lunch (a Thursday), and Fun Day. Members must be available on these days to help distribute the hot lunch.
- Will need to provide a criminal record check

C. Library

- Assists the school librarian with library duties such as, sorting books, restock shelves, covering/repairing books etc.
- Position requires that you be present in the library on a **weekly schedule and at a set time for the entire school year.**
- Will need to provide a criminal record check.

D. Parent Fundraising Association

- All members are required to be actively involved in the planning, organizing, preparation and execution of the two main fundraisers.
- This group is responsible to raise funds for St. Catherine's Elementary School while fostering community building within the student and parent populations.
- Attend meetings, generally once a month (more often in the pre-event period) during a weekday.
- Must be available during the day in the weeks prior to the fundraisers and must take an active role during the event.
- Fundraising efforts will focus on two main annual fundraisers; the Fall Fundraiser is an auction/dinner/dance, and the Spring Fundraiser is a walk-a-thon.

E. Classroom Assistance

- Primary (Grades K-2) reading, math and art programs, class display boards, and other classroom help as directed by the teacher.
- Position requires that you be present in the classroom on a **weekly schedule and at a set time for the entire school year.**
- Please be aware that it may not be possible to be placed in your child's grade.
- Will need to provide a criminal record check.

F. Community Builders

- These tasks are primarily assigned through an online sign-up sheet, on a first come first serve basis.
- Assist with Community events and odd jobs as they arise throughout the school year.
- Day time availability is often required.
- Some pre-identified events/tasks are Back to School BBQ, Tournament concessions, Parent/Teacher conference child-minders, Christmas Hamper preparation and delivery, Simbang Gabi coffee & treats at the parish hall, AGM coffee, Feast Day treats, Baking, Recycling, Odd jobs as identified by the school.
- Will need to provide a criminal record check.

G. Decorating Committee

- Under the direction of the PFA Decorating Coordinator; make and prepare decorations for the Fall Fundraiser.
- Most of the 40 hours will be completed from September to November. **Must have daytime availability the week before the Fall Fundraiser** to assist with decorating the school gym.
- Limited positions available so be sure to describe your artistic talents.
- May also help decorate other school events such as, Christmas Concert, Mother's Day Tea, and Graduation.

H. Christmas Concert Support

- Create set design, costume design, and prop making for the annual Christmas Concert
- Artist who is skilled in sewing, drawing, painting, crafts and set design
- All 36 task group hours will be completed from Oct to Mid Dec each year
- Owning a sewing machine, serger and Cricut/Silhouette machine an asset to this position

I. Information Technology

- Must have extensive knowledge in technology and computer science, with experience in maintaining and installing IT systems.
- Responsible for supporting network databases and systems, updating system hardware and software, troubleshooting for system errors.
- Limited positions available so please describe your experience.

J. Lunch Time Supervisors

- Supervises the playground during lunch recess (11:45am-12:45pm).
- Position requires that you are available for a minimum of ***one lunch supervision per week for the entire school year.***
- Will need to provide a criminal record check.

Fall and Spring Fundraiser Descriptions

Fall Fundraiser – Auction/Dinner/Dance

Mid November 2023

An adult only evening that includes live & silent auctions, games, entertainment, dinner and dancing

Parent Help Needed:

- Event set up – the week prior to the fundraiser.
- Food Preparation.
- Food and Beverage Servers (during the event).
- Games and Entertainment (during the event).
- Auction Check-Out (during the event).
- Event clean up.

Spring Fundraiser – Walkathon

Mid-April 2024

The Walkathon takes place during the school day. It is a school community 5/10km walk followed by a Pizza lunch. Please be aware that almost all the required help will be needed during the event.

Parent Help Needed:

- Pre-event preparation and set up.
- Checkpoints, crossing guards, driving patrol - during the event.
- Pizza lunch; setup, preparation and serving.
- Event clean up.